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Dear Business Owner:

To open a business in the City of Katy, please be aware that a Certificate of Occupancy (C of O) is required prior to occupying or doing business in any building or lease space. We recommend that you schedule a preliminary walk-through inspection, at no charge, to determine building and fire code compliance – before lease agreements are signed.

A certificate is required when (1) opening a new business, (2) upon change of business name or ownership for an existing business, (3) or upon relocation or expansion of an existing business. Food establishments must have approved plans from Harris County Health Department before City inspectors can review the plans. The certificate of occupancy will be issued when the following items (if applicable) have been met.

Certificate of Occupancy Checklist:

1. Complete the Certificate of Occupancy Application and Cross Connection Service Agreement and bring it to the Utility Billing Office at City Hall, 901 Avenue C, Monday through Friday, 8:00 AM to 5:00 PM. The building or structure cannot be occupied prior to the Certificate of Occupancy being issued.
2. The Planning Department will review the application to ensure that all information is complete and that the zoning district is appropriate for the type of business. NOTE: a Certificate of Occupancy will not be issued if a tax ID is not provided.
3. After approval from Planning, and if no construction is to be done, the applicant will be called and a building inspection appointment will be scheduled. Inspectors will determine if any permits are required. If construction is to be done at a later date (i.e., structural, electrical, plumbing, HVAC), permits may be required.
4. If construction is planned before the business opens, an initial inspection can be scheduled to determine if there are any violations and if permits will be required. During the inspection process, inspectors and the Fire Marshall will ensure that all electrical, plumbing and mechanical equipment is in safe condition, as well as the means of egress requirements and fire safety and occupancy codes are met. Electricity is required to do the initial C of O walk through
5. If water is needed for clean up or build out purposes, applicants may request a 30-day temporary service from the Permits/Inspections Department and upon approval, a deposit will be collected at the Utility Billing Office (281-391-4801).
6. If the property requires water, and temporary water service has not already been given, the business owner will need to contact Utility Billing (281-391-4801) to set up the water account and pay a deposit. The amount is based on meter size.
7. When all inspections are approved, the applicant must call Permits and schedule a final inspection before the C of O is issued. Once the C of O is issued, the applicant may move in and open for business.

This checklist is provided to give an overview of the process and is not all inclusive. Please keep these requirements in mind when making changes to your business or leasing your space. If you have any questions regarding this process, please contact us at 281.391.4801.



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APPLICATION FOR COMMERCIAL CERTIFICATE OF OCCUPANCY AND/ OR WATER SERVICE

This application is required to obtain a Certificate of Occupancy (C of O) and to establish water service (if needed) at the commercial address. Water service will not begin until approval has been given from the Planning, Building and Code Enforcement Departments. Please allow at least 7-10 business days for the approval process to be completed. Remodeling and/or construction will require permits issued by the City of Katy. For new construction, water meters will be set and service will begin during construction prior to the C of O being issued.

After the Certificate of Occupancy has been issued, a deposit for commercial water service will be collected based on the meter size and will remain with the account until applicant terminates service. A driver's license or photo ID must be presented at time of application or a copy may be sent if making application by mail or fax. Water service will not begin until the deposit and ID have been received.

Date of Application: _____ Anticipated Date for Business to Open: _____

Business Name: _____

Responsible Person: _____

Service Address: _____

Billing Address: _____

Business Phone: _____ Cell Phone: _____ Emergency Phone: _____

Email address: _____ Receive water bills by Email? Yes No

Check all that apply: C of O Water Service Application New Construction-(provide survey/site plan)

Type of Business (please be specific and list all activities): _____

Business/property use: Retail Wholesale Manufacturing Church Service Distribution Office Other

Is this Business relocating from another City of Katy location? No Yes _____

Do you plan any changes? Structure Plumbing Electrical A/C Other _____

of Employees _____ Hours of Operation: _____ Tax ID#: _____

Driver's License # of Responsible Person: _____ Expires: _____

Own and/or Purchasing Property **OR** Renting Property

The owner of the property, at the time of opening, will be listed on the Certificate of Occupancy and must be provided below.

Property Owners Name _____

Address _____

Phone # _____

Commercial customers may contract for private garbage collection and pay no garbage fee to the City provided a copy of the private contract is provided to the City and the private contractor meets the requirements set out in the Code of Ordinances.

In accordance with the Texas Open Records Act, the City of Katy must comply with written requests for release of information regarding utility customer accounts.

I hereby certify that the above information is true and correct.

Applicant Signature



APPLICATION FOR COMMERCIAL CERTIFICATE OF OCCUPANCY AND WATER SERVICE

NOTICE: 2015 International Fire Code - Section 105.3.3, Occupancy prohibited before approval:

- 1. The building or structure shall not be occupied prior to the code official issuing a Certificate of Occupancy that indicates applicable provisions of this code have been met.
2. Occupy - To take up space within a building with people, furniture or storage.
3. Exception - Contract personnel, building material and equipment used in the construction process shall not be considered occupying the building.
4. Failure to comply may render you and the company you represent liable to penalties provided by law for such violation.
5. Upon completion of construction, it is the contractor's responsibility to notify the permanent tenant to establish the water/sewer/garbage account in their name.
6. Restaurant Applicants must contact Harris County Health Department (713.439.6270) for a Pre-Opening Package and a final report must be submitted to City of Katy Code Enforcement Department.

If your occupancy or business does not involve the storage, sale or use of the following, check No; otherwise check Yes and all applicable items: YES [] NO

- [] Alcohol sales
[] Alcoholic beverages
[] Bales of lose combustible fibers
[] Cellulose nitrate film
[] Compressed gas
[] Dry cleaning (flammable solvents)
[] Dust producing process
[] Explosives or ammunition
[] Fireworks
[] Flammable or combustible liquids (10+ gls)
[] Floor drains in building
[] Food and/or beverage processing, storage or sales
[] Food products
[] High piled stock (over 12' in height)
[] Liquid propane gas
[] Magnesium
[] Other hazards (specify)
[] Painting with flammables
[] Poisonous or hazardous chemicals/acids
[] Recycling waste
[] Smoking
[] vehicle repair or garage
[] Vehicles in building
[] Welding or cutting
[] Woodworking
[] x-ray development

A Certificate of Occupancy must be issued and posted before a building can be occupied. In order to obtain a Certificate of Occupancy, a walk-thru inspection must be conducted and approved. To schedule the inspection, please contact the Permit Department at 281.391.4830 or email at permits.inspections@cityofkaty.com .

Signature _____ Owner or Leasee (circle one)

Print Name: _____

Application Received: [] In Person [] By Mail

Water Acct Required? [] Yes [] No Deposit Amount: \$ _____ Account # _____

Zoning Designation: R1 C1 C2 OKD M PDD: _____

Planning Dept Approval: Yes No _____ By: _____ Date: _____

Building Dept Approval: Yes No _____ By: _____ Date: _____

Code Enforce Approval: Yes No _____ By: _____ Date: _____

Fire Marshall Approval: Yes No _____ By: _____ Date: _____

Shell Building approved for tenant build-out: Yes _____ By: _____ Date: _____



CROSS CONNECTION SERVICE AGREEMENT

- I. **PURPOSE.** Per the City of Katy's Code of Ordinances (*Sec. 13.03.026 Cross Connections*), the City is responsible for protecting the drinking water supply from contamination or pollution which could result from improper private water distribution system construction or configuration. The purpose of this service agreement is to notify each customer of the restrictions which are in place to provide this protection. The utility enforces these restrictions to ensure the public health and welfare. Each customer must sign this agreement before the City of Katy will begin service. In addition, when service to an existing connection has been suspended or terminated, the water system will not reestablish service unless it has a signed copy of this agreement.
- II. **RESTRICTIONS.** The following unacceptable practices are prohibited by State regulations.
- A. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the public water system by an air-gap or an appropriate backflow prevention device.
 - B. No cross-connection between the public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air-gap or a reduced pressure-zone backflow prevention device.
 - C. No connection which allows water to be returned to the public drinking water supply is permitted.
 - D. No pipe or pipe fitting which contains more than .25% lead may be used for the installation or repair of plumbing at any connection which provides water for human use.
 - E. No solder or flux which contains more than 0.2 percent lead can be used for the installation or repair of plumbing at any connection which provides water for human use.
- III. **SERVICE AGREEMENT.** The following are the terms of the service agreement between the City of Katy (the Water System) and Customer Named above.
- A. The Water System will maintain a copy of this agreement as long as the Customer and/or the premises is connected to the Water System.
 - B. The Customer shall allow his property to be inspected for possible cross-connections and other potential contamination hazards. These inspections shall be conducted by the Water System or its designated agent prior to initiating new water service; when there is reason to believe that cross-connections or other potential contamination hazards exist; or after any major changes to the private water distribution facilities. The inspections shall be conducted during the Water System's normal business hours.
 - C. The Water System shall notify the Customer in writing of any cross-connection or other potential contamination hazard which has been identified during the initial inspection or the periodic re-inspection.
 - D. The Customer shall immediately remove or adequately isolate any potential cross-connections or other potential contamination hazards on his premises.
 - E. The Customer shall, at his expense, properly install, test, and maintain any backflow prevention device required by the Water System. Copies of all testing and maintenance records shall be provided to the Water System.
- IV. **ENFORCEMENT.** If the Customer fails to comply with the terms of the Service Agreement, the Water System shall, at its option, either terminate service or properly install, test, and maintain an appropriate backflow prevention device at the service connection. Any expenses associated with the enforcement of this agreement shall be billed to the Customer.

Customer's Printed Name: _____ Signature: _____

Address: _____ Date: _____



Request for Commercial Temporary Water Service

Date: _____

Business Name: _____

Service Address: _____

I, _____, am requesting water service to begin on _____ and end on _____. I understand that this is short term service agreement and I cannot occupy or do business in the building until inspections are completed and a certificate of occupancy has been issued.

A water deposit is required before service can be activated. Water service is subject to disconnection if inspections have not been scheduled or the commercial property is not in compliance with the Permitting Department.

If the building is occupied (furniture, people or storage) before a certificate of occupancy is issued and posted, you may receive a citation.

Printed Name

Signature

Approved by: _____
Inspector



City Limits Map

